



Arizona Division of Emergency Management

Training and Exercise
5636 E McDowell Rd, Bldg 101
Phoenix, AZ 85008-3495
(602) 231-6306 * (800) 411-2336

Event Request

(One Event Per Request)

Attn: Exercise Coordinator

Fax # (602) 231-6206

**** Full Scale or Functional Exercise Requests must be received
by ADEM at least 240 days prior to the Event Date ****
**** PLEASE TYPE OR PRINT CLEARLY – COMPLETE ALL AREAS ****

ADEM/Homeland Security Funded

Notification Only (requester funds)

EXERCISE TYPE: SEMINAR WORKSHOP TTX GAME DRILL FE FSE

Basic Scenario: (see instructions)

Event Date(s):

Exercise # (ADEM use):

REQUESTER INFORMATION

Requester Name:

Date of Request:

Agency:

Mailing Address:

City:

Zip:

Phone:

Fax:

Email:

Agency Head Name:

Signature:

EXERCISE SITE INFORMATION

Exercise Site Name:

Location:

Physical Address:

City:

Zip:

Exercise Site Phone Number:

Intended Participants:

Estimated # of Participants:

Start Time:

REQUESTER AGREEMENT

I will comply with NIMS and HSEEP policy and procedures, and am requesting an exercise at the location and dates specified above.

Requester's Name:

Signature:

(Please Print or Type)

Date:

COUNTY/LEPC COORDINATION

The signatory below represents and warrants that the signer has the indicated agency's full authority to execute the Event Request on the agency's behalf (check the appropriate position).

County Emergency Management Director/Coordinator

LEPC Chairperson

Name:

Signature:

(Please Print or Type)

Date:

ADEM APPROVAL (ADEM use)

Date:

Funding Source (PCA#):

Name:

Signature:



JANET NAPOLITANO
GOVERNOR

ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS

ARIZONA DIVISION OF EMERGENCY MANAGEMENT

PREPAREDNESS SECTION

5636 East McDowell Road, Building M5101, Phoenix, Arizona 85008-3495

(602) 231-6225 FAX: (602) 231-6206



MG DAVID P. RATACZAK
THE ADJUTANT GENERAL

Arizona Division of Emergency Management Training, Exercise, and Homeland Security Office Event Request Procedure

The Arizona Division of Emergency Management (ADEM) Training and Exercise offers a wide variety of courses in five major areas to help you prepare for your exercise. These areas include: FEMA Emergency Management, Hazardous Materials, Multi-Hazard Emergency Planning for Schools, Community Emergency Response Team (CERT), and Weapons of Mass Destruction /Homeland Security. Within each of these areas are a wide range of courses that cover emergency planning, mitigation, awareness, operations, command and control, and domestic preparedness. Many of the FEMA courses meet the requirements for the Advanced Professional Series certificate and are eligible for AZPOST Continuing Education credits. Classes are provided statewide, based on requests approved by the County Emergency Management Director/Coordinator or LEPC Chairperson. The procedures listed below must be followed in order to fund a training event as requested.

Requestor Responsibilities:

- ☐ **Exercise Name:** _____ **Series:** _____
- ☐ Identify Basic Scenario as one of the following: Agricultural; Biological; Chemical; Cyber; Explosive; Natural Disaster; Nuclear Detonation; Radiological; Technological;
- ☐ Identify the purpose, scope and objectives to ensure a successful event;
- ☐ **Exercise Overview:** _____

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- ☐ Identify and provide a location large enough to provide adequate space to ensure a successful training/exercise environment for participants;
 - ☐ Complete the Event Request form (information must be specific and comprehensive);
 - ☐ Obtain County or LEPC signature;
 - ☐ Submit completed Event Request to ADEM **at least 240 days** prior to a Full Scale or Functional Exercise or 90 days prior for a Seminar or Table Top Exercise.
 - ☐ Submit After-Action Report (AAR) within 30 days of exercise conclusion and other documentations as required to ADEM.

ADEM Responsibilities:

- ☐ Notify Requestor of receipt of request and provide a point of contact for the exercise event;
- ☐ Identify and provide authorized monitors for exercise progress and execution.

If you have questions on this process or the courses, please contact:

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